

**OFFICIAL MAIL MANAGERS INSPECTION CHECKLIST**

A. DATE

*For use of this form, see OPNAV 5218.7B. The proponent agency is Naval Supply Systems Command.*

B. TO (Inspected Activity)

C. FROM (Inspecting Activity)

**INSTRUCTIONS**

Mark an "X" in "YES" or "NO" column for each item. If item is not applicable, mark "NA" in "YES" column.  
References apply to OPNAV 5218.7B and DOD 4525.8-M

ITEM	YES	NO	ITEM	YES	NO
1. Is OPNAVINST 5218.7B available ?			18. Are all business reply items prepared per Ch3, Para M1a and b of DOD 4525.8-M?		
2. Is a current copy of DOD 4525.8-M available?			19. Do permit imprint format and contents comply with Ch3, Para R1 of DOD 4525.8-M?		
3. Does the command OMM have a current copy of all publications required by Ch1, Para D of DOD 4525.8-M?			20. Are postage stamp inventories maintained IAW Ch5, Para B1 of DOD 4525.8-M		
4. Does each meter location have a current copy of all publications required by Ch1, Para D of DOD 4525.8-M?			21. Are postage stamps ordered per Ch5, Para B2 of DOD 4525.8-M?		
5. Is official mail being transported at the lowest cost to the DON per Ch2, Para B1 and 2 of DOD 4525.8-M?			22. Are postage stamps secured per Ch5, Para B3 of DOD 4525.8-M?		
6. Is unauthorized use of official mail reported per Ch2, Para B8 and Ch3 Para Q of DOD 4525.8-M?			23. Are valid USPS postage meter licenses on hand as required by Ch5, Para C1 OF DOD 4525.8-M?		
7. Are all OMMs appointed in writing in accordance with Ch2, Para C1a of DOD 4525.8-M?			24. Have expired USPS postage meter licenses been canceled per Ch5, Para C1 of DOD 4525.8-M?		
8. Are OMM appointments on file as required by Ch2, Para C1a of DOD 4525.8-M?			25. Are metering locations posting daily meter readings to PS Form 3602-A per Ch5, Para C.3 of DOD 4525.8-M?		
9. Are OMMs carrying out their training and supervisory requirements as required by Ch2, Para C2 and 3 of DOD 4525.8-M?			26. Are USPS Forms 3603 (Receipt for Postage Meter Settings) on file per Ch5, Para C.3 of DOD 4525.8-M?		
10. Is Official mail monitored in compliance with Ch2, Para C3b of DOD 4525.8-M?			27. Are refunds for spoiled postage submitted per Ch5, Para C6 of DOD 4525.8-M?		
11. Are OMMCCP inspections conducted as required by Ch2, Para C4 of DOD 4525.8-M?			28. Is the record of postage use being analyzed per Ch5, Para C6 of DOD 4525.8-M?		
12. Is maximum use being made of consolidated mailings per Para 9b of OPNAVINST 5218.7B, and Ch3 Para C of DOD 4525.8-M?			29. Are postage meters secured per Ch5, Para C9 of DOD 4525.8-M?		
13. Are consolidated mailings prepared per Ch3, Para C of DOD 4525.8-M?			30. Are postage meter keys secured per Ch5, Para C9 of DOD 4525.8-M?		
14. Are consolidated mailings dispatched daily, per Para 15d2 of OPNAVINST 5218.7B?			31. Is the postage metering equipment accounted for per Ch5, Para C10 of DOD 4525.8-M?		
15. Is mail being marked with the correct class of mail per Ch3, Para G of DOD 4525.8-M?			32. Do postage meter supplies meet requirements of Ch5, Para C11 of DOD 4525.8-M?		
16. Are special mail services being selected per Para 10 of OPNAVINST 5218.7B and Ch3, Para 1 of DOD 4525.8-M?			33. Is a record of daily usage of stamp stock recorded on PS Form 3295 or other form as required by Para 13b of OPNAVINST 5218.7B?		
17. Are all business reply items addressed to a DOD activity per Ch3, Para M1a and 2b. of DOD 4525.8-M?			34. Is stamp stock being audited monthly by the command OMM in accordance with Para 13e of OPNAVINST 5218.7B?		

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(...Continued from front)

ITEM	YES	NO	ITEM	YES	NO
35. Are official mail addresses, both delivery and return, formatted correctly in accordance with Para 11a and b of OPNAVINST 5218.7B?			39. Does the CMF have a five year plan in accordance with Para 15b4 of OPNAVINST 5218.7B? (CMF's Only)		
36. Has a Director of Postal Operations been appointed in writing in accordance with Para 15b1 of OPNAVINST 5218.7B? (CMF's Only)			40. Is a record of the total cost of postal support provided to each activity maintained per Para 7a5 of OPNAVINST 5218.7B?		
37. Has a Customer Service Guide been prepared for customer use in accordance with Para 15b3 of OPNAVINST 5218.7B? (CMF'S Only)			41. Is accountable mail being processed correctly in accordance with Para 15h of OPNAVINST 5218.7B?		
38. Is maximum use being made of available postal discounts such as pre-sorted mail in accordance with Para 15c3 of OPNAVINST 5218.7B? (CMF's Only)					
<b>42. RATING ("X" one)</b>		<b>a. Satisfactory</b>		<b>b. Unsatisfactory</b>	
<i>Note: An unsatisfactory rating is mandatory if anyone of items 1, 2, 3, 4, or 34 is marked "NO"</i>					
43. COMMENTS					
44. INSPECTOR (Last, First, Middle Initial)					
a. NAME (Last, First, Middle Initial)		b. Grade or Title		c. Telephone Number	
d. Organization			e. Signature		